

## Contact Information

Borough Administration Office	412-244-2900
Wilkesburg Code Enforcement	412-244-2923 x169
Wilkesburg Chamber of Commerce	412-242-0234
Wilkesburg Community Development Corp.	412-727-7855
Wilkesburg Penn Joint Water Authority	412-243-6200
Duquesne Light Company	412-393-7100



[www.wilkesburgpa.gov](http://www.wilkesburgpa.gov)

412-244-2900

[Facebook.com/WilkesburgBorough](https://www.facebook.com/WilkesburgBorough)

[twitter.com/WilkesburgBoro](https://twitter.com/WilkesburgBoro)

All information is current as of August 2018



STARTING A  
BUSINESS IN  
WILKESBURG

## Steps to Starting a Business

The importance of small business ownership to economic development in our borough cannot be overstated. Because of this, we want to help any potential entrepreneurs however we can. Here are a few things any businessowner needs to do when planning to open a business in Wilkinsburg:

- Contact the Wilkinsburg Code Enforcement Office to discuss licensing, zoning, permitting, construction, occupancy, signage, parking, etc.
- Register for taxes with the Pennsylvania Dept. of Revenue
- Register for a Federal Tax ID through the IRS
- Obtain a business license from Berkheimer Tax Innovations

## Permits

Depending on the business type, an owner may need to obtain a number of permits. Contact the borough Code Enforcement Office to determine which permits are applicable to you. Common ones required include, but are not limited to:

- Building Permit
- Occupancy Permit
- Zoning Permit
- Signage Permit



## Waste Disposal

All apartment buildings, commercial, institutional, and industrial establishments are required to individually contract with a waste collection service of their choice to come at least once per week.

Any qualified multiunit building (for example, an apartment building) with more than four units must provide a dumpster of adequate size on site)

If any remodeling or construction work is being undertaken that requires a dumpster, a permit must be obtained from the code enforcement office before placing it on a public street.

## Helpful Resources

### Pennsylvania Business One-Stop Shop

A state government office dedicated to helping individuals in all stages of business development and operation

Phone: 833-722-6778

[www.business.pa.gov](http://www.business.pa.gov)

### Pennsylvania Department of Revenue

Contains many forms, applications, and guides relevant to establishing and operating a business in Pennsylvania

Phone: 412-565-7540

[www.revenue.pa.gov](http://www.revenue.pa.gov)

### US Small Business Administration

A federal agency that provides assistance for small business owners, including loans, grants, bonds, and more

Phone: 800-827-5722

[www.sba.gov](http://www.sba.gov)

### Pennsylvania Small Business Development Center

A non-profit organization that provides consulting and management training for prospective or established businesses

Phone: 412-648-5722

[www.pasbdc.org](http://www.pasbdc.org)

### IRS Checklist for Starting a Business

A handy checklist provided by the Internal Revenue Service to get potential business owners started

[www.irs.gov/businesses/small-businesses-self-employed/checklist-for-starting-a-business](http://www.irs.gov/businesses/small-businesses-self-employed/checklist-for-starting-a-business)

### Mansmann Foundation (part of the Chamber of Commerce)

A Pittsburgh-based non-profit that specializes in small business mentoring and counseling

[www.mansmannfoundation.org](http://www.mansmannfoundation.org)

### Wilkinsburg Community Development Corporation

A Wilkinsburg-based non-profit that provides workshops, mini-grants, and other types of support to borough businesses

Phone: 412-727-7855

[wilkinsburgcdc.org](http://wilkinsburgcdc.org)



## Taxes and Payment

Taxes are levied to cover the cost of municipal services and fund institutions such as schools or the police force. Wilkinsburg business owners are responsible for the following (the property tax includes borough, county, and school district rates):

- Property Tax: \$48.23 per \$1,000 of property value
- Earned Income Tax: 1% of earned income
- Local Services Tax: \$52 per year
- Business Privilege: \$1.50 per \$1,000 of retail receipts  
\$1,000 per \$1,000 of wholesale receipts

Taxes are not paid directly to the borough, but to an individual tax collection agency. See below for the appropriate agency to contact for each tax.

- Current Property Tax 610-599-3143 Berkheimer Tax Administrators  
[www.hab-inc.com](http://www.hab-inc.com)
- Delinquent Property Tax 412-242-9615 MBM Collections  
[www.mbm-tax.net](http://www.mbm-tax.net)
- Business Privilege Tax 610-599-3145 Berkheimer Tax Administrators  
[www.hab-inc.com](http://www.hab-inc.com)
- Earned Income Tax 724-978-0300 Keystone Collections Group  
[www.keystonecollects.com](http://www.keystonecollects.com)
- Local Services Tax 724-978-0300 Keystone Collections Group  
[www.keystonecollects.com](http://www.keystonecollects.com)

## Inspections

All commercial premises must be inspected by the Borough of Wilkinsburg and brought up to required standards prior to a change in the person or persons occupying them. Any deficiencies found by the Borough must be corrected before the property can be occupied. This includes, but is not limited to, building construction, electrical standards, fire prevention, housing standards, mechanical standards, and property maintenance. All properties must also have an inspection before being connected to the municipal sewer system

## Fees/Charges and Payment

Taxes are levied to cover the cost of municipal services and fund institutions such as schools or the police force. Wilkinsburg business owners are responsible for the following:

- Basic Sewage Charge: \$8.92 per 1,000 gallons used
- Sewage Service Charge: \$15.60 per account
- Regular Water Charge ( $\leq 400\text{ft}^3$ ) \$24.015
- Regular Water Charge ( $> 400\text{ft}^3$ ) \$6.003 per  $100\text{ft}^3$

Fees and charges are not paid directly to the borough, but to an individual agency. See below for the appropriate agency to contact for each fee/charge

- Water and Sewer Charges 412-243-6200 WPJWA  
[www.wpjwa.com](http://www.wpjwa.com)
- Electricity Charges 412-393-7100 Duquesne Light  
[www.duquesnelight.com](http://www.duquesnelight.com)



## Incentives and Assistance

### Historic District Tax Incentives:

The Federal government offers a 20% Rehabilitation Investment Tax Credit for certified historic structures that will be used for income-producing purposes and will be owned and operated as income-producing by the same owner for at least five years. Wilkinsburg has two historic districts: The Hamnett Historic District in the Hamnett neighborhood and the Wilkinsburg Historic District in the downtown business area. More information available at [www.phmc.pa.gov](http://www.phmc.pa.gov)

### Economic Opportunity Zone:

Certain portions of Wilkinsburg are designated as Economic Opportunity Zones, where capital gains taxes for building projects are waived. This is to promote private equity investments in funds that will then invest in businesses, real estate, and other ventures in low-income communities. More information available at <https://dced.pa.gov/>

### Allegheny County Economic Development:

A number of tax incentives are available through the Allegheny County office of Economic Development, including tax abatements, tax increment financing, and tax exempt financing, all of which can be used to promote the development of a business site. More information available at: [www.alleghenycounty.us/economic-development](http://www.alleghenycounty.us/economic-development)

### Wilkinsburg Community Development Corporation

There are grants and small business support provided through the Wilkinsburg CDC for bringing a building up to code and improving a facade or adding signage. More information available at <https://wilkinsburgcdc.org>

### Kiva Pittsburgh

Provides a platform for entrepreneurs to crowdfund zero-interest business loans. More information available at: [www.kiva.org/pittsburgh](http://www.kiva.org/pittsburgh)

### Hebrew Free Loan Association

Offers interest-free loans on a nonsectarian basis to residents of Allegheny County who may not qualify for assistance through other institutions. More information available at: <http://hflapgh.org/>

## Zoning

The Borough of Wilkinsburg recognizes a number of different building zones, each of which has different requirements for purpose, lot size, building height, number of stories, etc. Check with code enforcement to ensure that your business falls within an appropriate zone type, and that the zoning requirements are adhered to. More information on zoning regulations can be located on the Wilkinsburg borough website at [www.wilkinsburgpa.gov/departments/code-enforcement/](http://www.wilkinsburgpa.gov/departments/code-enforcement/)



## Signage

Signs and visual marketing are an important part of the success of any business, but there are regulations regarding how such signs can be used. These include, but are not limited to:

- A permit is required prior to the construction, alteration, modification or moving of any exterior sign
- A sketch, drawn to scale, shall be submitted to the Zoning Officer and shall depict the lot and building upon which the proposed sign will be located
- Any sign which projects or hangs over the public right-of-way is required to carry liability insurance
- illuminated signs must be inspected by the Borough of Wilkinsburg to verify compliance with the adopted electrical code

For more information on signage or zoning, consult borough ordinances Chapter 260